

ASSOCIATE PERSONNEL ANALYST PROMOTIONAL EXAMINATION

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL PROMOTIONAL FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

POSITIONS EXIST

Positions only exist in the Sacramento Central Office, Human Resource Services Division.

POSITION DESCRIPTION

As a Human Resource Consultant, an Associate Personnel Analyst, under general direction, performs the most varied and complex technical work in relation to human resource management programs; performs independently and may act as a lead for other consultants.

SALARY RANGE

\$3915 - \$4759 per month

CONTINUOUS TESTING

Testing will be continuous and will be administered on a semi-annual basis with the following scheduled cut-off dates as indicated below, or as the needs of the Department warrant:

- May 31
- November 30

COMPETITION LIMITED TO STATE (EDD) EMPLOYEES

Applicants must have a permanent civil service appointment with the EDD by the scheduled cut-off date in order to take this examination.

FILING INSTRUCTIONS

All Examination Applications (STD. 678, REV. 12/2001) must be **POSTMARKED** no later than the scheduled cut-off date. Applications postmarked after the scheduled cut-off date will be kept on file for the next administration. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE SCHEDULED CUT-OFF DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications is prohibited. Submit applications **DIRECTLY** to:

EMPLOYMENT DEVELOPMENT DEPARTMENT
EXAM AND RECRUITMENT SECTION, MIC 54
ATTN: ASSOCIATE PERSONNEL ANALYST EXAM
P.O. BOX 826880
SACRAMENTO, CA 94280-0001

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SEE PAGE 2 FOR ADDITIONAL INFORMATION

**SPECIAL TESTING
ARRANGEMENTS**

If you need special testing arrangements, please mark Box 2 and/or Box 3 on page 1 of the Examination and/or Employment Application (STD. 678, REV. 12/2001). You will be contacted to make specific arrangements.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Employment Development Department. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established unless the needs of the services and/or conditions of the list warrant a change in this period.

COMPETITORS MAY COMPETE ONLY ONCE IN ANY CONSECUTIVE 12-MONTH PERIOD.

**REQUIREMENTS
FOR
ADMITTANCE
TO THE
EXAMINATION**

Note: All applicants must meet the education and/or experience requirements for this examination by the scheduled cut-off date.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

**Minimum
Qualifications****EITHER I**

In the California state service, one year of experience performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

OR II

Experience: Either

1. Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; or
2. Three years of progressively responsible technical experience administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C.)

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of pertinent experience, and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

**EXAMINATION
INFORMATION****FINAL RATING PANEL (FRP) – Weighted 100%**

This examination will consist of a FRP interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

The interview will consist of a number of predetermined, job-related, structured questions. Prior to the interview, candidates may also be given a structured exercise to complete.

The interview panel will assign each candidate a final competitive score based on the information provided in the Examination Application, the candidate's responses to the structured questions, and if applicable, the candidate's response to the structured exercise.

CANDIDATES WHO DO NOT APPEAR FOR THE FRP INTERVIEW WILL BE ELIMINATED FROM THE EXAMINATION.

SCOPE**A. Knowledge of:**

1. The Department's mission, vision, and values.
2. The Strategic Plan of the EDD's Human Resource Services Division.
3. Classification and pay principles used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys.
4. Techniques of employee recruitment.
5. Employee relations/workers' compensation and related program areas.
6. Examination construction, administration and sources of exam materials.
7. Principles, practices, techniques and emerging trends in public administration, organization, and management.
8. Automated systems and tools used in Human Resource services.

B. Ability to:

1. Communicate effectively with a variety of internal and external customers.
2. Provide consultation, guidance, technical analysis, and support to Department management.
3. Perform research in various fields demonstrating enthusiasm and innovation towards new ideas and opportunities for change.
4. Interpret and apply laws, rules, standards, and procedures.
5. Develop and administer training programs.
6. Analyze and solve difficult technical human resource problems.
7. Effectively interview applicants and appraise qualifications.
8. Facilitate meeting and work groups, develop and maintain the confidence and a cooperative working relationship with those contacted during the course of work.
9. Analyze data and present ideas and information effectively.
10. Serve as a team leader, mentor and role model while leading or managing a project.

**SCOPE
(Cont.)****B. Ability to (cont.):**

11. Effectively work in a team environment.
12. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of human resource management.
13. Write proposals and reports and make formal presentations to managers and executive staff.

C. Skill in:

1. Applying principles and practices of public human resource management.
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**INQUIRIES ABOUT
THIS EXAMINATION**

Please read this entire examination bulletin prior to completing an application. All inquiries about this examination should be directed to the Exam and Recruitment Section at (916) 654-6869. To view all of EDD's examination announcements, log on to www.edd.ca.gov/hrseo.htm.

**Examination
Hotline**

Additionally, EDD maintains a 24-hour recorded Automated Call Processing System. This system, which is updated weekly, provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch tone telephone, call (916) 654-6869.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department's (EDD) Exam and Recruitment Section (ERS), (916) 654-6869, four weeks after filing the application if he/she has not received a Receipt of Application notice. Further, it is the candidate's responsibility to contact the ERS four weeks after the cut-off date if he/she has not received an acceptance or rejection notice.

EXAMINATION APPLICATIONS (STD. 678, REV. 12/2001) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at www.spb.ca.gov/jobsgen/app.htm.

EXAMINATION LOCATIONS: When a written test and/or an oral interview is part of the examination, locations of test/interview sites may be limited or extended as conditions warrant.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

REQUIREMENTS: If a candidate meets the entrance requirement(s) stated in this bulletin, he/she may participate in the competitive examination process. Possession of the entrance requirement(s) does not ensure a place on the eligible list. A candidate's performance in the examination will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

INTERVIEW SCOPE: If an interview is conducted, in addition to the SCOPE described on this bulletin, the Final Rating Panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's ERS, at the State Personnel Board, and on the Internet at www.spb.ca.gov/spblaw/srchrule.htm.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Exam and Recruitment Section, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Web site: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.